# University of the District of Columbia

FY 2002 Proposed Operating Budget: \$85,340,561
FY 2002 Proposed Capital Budget: \$14,156,000
FY 2002–FY 2007 Proposed Capital Improvements Plan: \$30,892,000

The University of the District of Columbia is an urban landgrant institution of higher education with an open admissions policy. It is a comprehensive public institution offering quality, affordable, post-secondary education to DC residents at the certificate, associate, baccalaureate, and graduate levels. These programs prepare students for immediate entry into the workforce, for the next level of education, for specialized employment opportunities, and for lifelong learning.

#### **Budget Summary**

The FY 2002 proposed operating budget for the University of the District of Columbia (UDC) is \$85,340,561, a decrease of \$769,248, or 0.9 percent, from the FY 2001 approved budget (table GF0-1). There are 1,132 full-time equivalent positions (FTEs) supported by this budget, an increase of 201 FTEs over FY 2001 (table GF0-2). The increase in FTE positions is requested in order to include adjunct professors in the University's position authority for FY 2002.

The FY 2002 proposed capital budget is \$14,156,000 for FY 2002 and totals \$30,892,000 for FY 2002–FY 2007. This funding will support three existing capital projects and nine proposed capital projects.

#### Strategic Issues

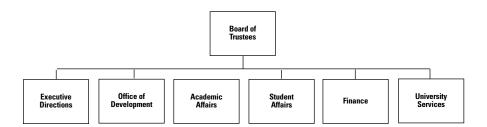
- Maintain and or attain academic program currency and program accreditation.
- Enhance the public image of the university.
- Expand the number of community college gateway courses and certificate, certification, and adult education programs aligned to regional labor needs.
- Establish high-demand baccalaureate, graduate, associate, certificate, and skillsdevelopment programs.
- Upgrade technology infrastructure to include campus wiring, local area network (LAN) support, Web site expansion, Web-based instruction and student services, classroom support, and the university-based platform.
- Establish and operate satellite campus locations.

The FY 2002 proposed operating budget is \$85,340,561, a decrease of \$769,248, or 0.9 percent, from the FY 2001 approved budget.

The FY 2002 proposed capital budget totals \$14,156,000.

#### Figure GF0-1

#### **University of the District of Columbia**



- Improve financial aid and the overall effectiveness and efficiency of other student support services for various student groups (e.g., disabled and international).
- Improve financial operations, including financial reporting, accounting functions, management information, student accounts and cashiering, and audit functions.
- Establish positions for critical unstaffed or understaffed University Services functions.
- Increase faculty and staff development opportunities.
- Improve the efficiency and effectiveness of university operations in a variety of areas, including university services, student services, governmental relations, public relations, and fundraising.

#### FY 2002 Initiatives

- Develop performance expectations for the Effective Institutions program.
- Seek disciplinary accreditation for each applicable degree program.
- Develop and implement an academic plan.
- Advertise activities in newspapers and other media forms.
- Incorporate the academic plan procedures such as institutional mission and vision, value orientation, and institutional image, and clarify target populations being served by the institution.
- Identify high-demand areas and develop applicable programs.
- Develop cooperative working relationships with District agencies.
- Develop articulation agreements with all area community colleges.

- Increase collaborative efforts with District government agencies.
- Implement the recommendations of the campus capital improvement plan for technology and physical improvements.
- Expand upon the university's Web-based instructional presence.
- Establish a network of 21st Century Learning Centers throughout the District.
- Purchase and install special software to expedite processing of financial aid data.
- Develop a student advisory board that meets with the university president and other senior officers.
- Develop scholarships specifically for international students.
- Conduct special training programs designed to provide unique academic support and related services for students with disabilities.
- Develop closer working relationships with the chief financial officer (CFO) and contributory areas.
- Align the District's fiscal year with the university's academic year to allow the institution to receive funding at a time that coincides with the institution's beginning of the year.
- Support the efforts of the CFO to acquire and install technological infrastructure that supports fiscal activities and the critical staff essential to making the infrastructure work.
- Ensure that the computer center and the CFO
  have common understandings of reports and
  the timing with which they must be generated.
- Acquire critical personnel in the high-need areas of facilities management, hazardous waste

Table GF0-1

#### FY 2002 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

#### University of the District of Columbia

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Regular Pay - Cont. Full Time	0	29,036	29,976	940
Regular Pay - Other	0	13,806	12,904	-901
Additional Gross Pay	0	86	71	-15
Fringe Benefits	0	9,057	9,108	51
Subtotal Personal Services (PS)	0	51,985	52,060	74
Supplies and Materials	0	2,087	4,813	2,726
Utilities	0	2,599	90	-2,509
Communications	0	1,463	1,380	-83
Rentals - Land and Structures	0	490	512	22
Janitorial Services	0	0	714	714
Other Services and Charges	0	7,590	6,837	-752
Contractual Services	0	6,132	6,394	262
Subsidies and Transfers	40,491	9,594	8,955	-639
Equipment and Equipment Rental	0	4,170	3,587	-583
Subtotal Nonpersonal Services (NPS)	40,491	34,124	33,281	(844)
Total Proposed Operating Budget	40,491	86,110	85,341	(769)

Table GF0-2

#### **Full-Time Equivalent Employment Levels**

### University of the District of Columbia

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Continuing full time	500.25	688.00	572.00	-116.00
Term full time	216.00	243.00	560.00	317.00
Total FTEs	716.25	931.00	1,132.00	201.00

- management, telecommunications technology, contract monitoring, and inventory control.
- Establish an annual professional development seminar plan at the school and university levels to address faculty needs.
- Incorporate findings from faculty and staff evaluations in the faculty- and staff-development initiatives.
- Retain a fundraiser to lead the institution's efforts in this area.

- Secure the personnel and develop the infrastructure essential to effectuating this strategic issue.
- Establish performance expectations for every work area.

#### **Agency Background**

The University of the District of Columbia is the only public institution of higher education in the District. It was chartered in 1974 as an urban land-grant institution with an open admissions policy. It is accredited by the Commission of Higher Education of the Middle States Association of Colleges and Schools.

The university functions as a graduate, baccalaureate, and community college degree-granting institution. It also offers courses for District residents to upgrade job skills. UDC enrolls more than 20,000 students per year, approximately 5,000 students in credit courses and 15,000 in noncredit courses, through its Division of Community Outreach and Extension Services.

#### **Programs**

The University of the District of Columbia comprises six program areas (figure GF0-1).

**Executive Direction** provides leadership for central executive activities concerned with management and long-range planning for the entire institution. It includes the Office of the President, University Counsel, and Marketing.

The **Office of Development** serves to create an image that faithfully portrays the true essence of the university. Alumni Affairs, Cable Television, Communications, and Institutional Giving work together to achieve this goal.

Academic Affairs is responsible for all activities that are part of the land-grant mission of the university, including teaching, departmental research, and public services activities. Academic Affairs is divided into the following sub-areas: College of Arts and Sciences, School of Business and Public Administration, School of Engineering and Applied Science, David A. Clark School of Law, Learning Resources Division, and Community Outreach and Extensions Services. Law School

The University of the District of Columbia David A. Clarke School of Law (UDC-DCSL) was formed by the merger with the District of Columbia School of Law (DCSL) in 1996.

The School of Law seeks to: 1) provide a high quality legal education that enables students to both pass the bar examination and represent clients competently; 2) recruit and enroll students who are members of racial, ethnic, or other population groups traditionally under-represented at the bar; and 3) by way of its excellent program of clinical legal education, empower students to provide legal services to low-income and disadvantaged residents of the District of Columbia, including children, the elderly, women and children affected by the AIDS epidemic, tenants and tenant organizations, prisoners, and others who would otherwise go without competent legal representation.

Funding for the Law School from all sources totals \$4,073,554. Its entire local budget, \$694,421, is in personal services. State Education Agency (SEA) The State Education Agency is a major program within the University's Community Outreach and Extension Services Division. It is responsible for: (1) providing improved educational opportunities for adults who lack the level of literacy skills needed for more effective functioning as citizens, parents, and workers; (2) expanding and improving the current system for delivering adult education services, including delivery of such services to educationally disadvantaged adults, previously incarcerated adults, the homeless, and speakers of other languages; and (3) encouraging the establishment of adult education programs.

Funding for the State Education Agency totals \$2,500,206 in gross funds, and \$1,551,806 in local funds. Personal services are \$581,799 and nonpersonal services are \$970,007.

**Student Affairs** is responsible for all activities that support the student body in Registration, Enrollment Management, Student Life, College Preparatory Programs, Financial Aid, Student Organizations, and Athletics.

**Finance** is responsible for operations related to fiscal control and investments. These include general accounting, student financial services, budget development and financial reporting, the cashier's office, grant and contract administration, accounts payable, and pay service.

**University Services** is responsible for general and administrative operations and services includ-

ing personnel administration, space management, purchasing and maintenance of supplies and materials, printing shop, and safety services. In addition, operation and maintenance of the physical plant is included in this area.

## Funding Summary Local

The proposed local budget is \$45,911,988, an increase of \$1,221,022 over the FY 2001 approved budget. Local funds support 545 FTEs, an increase of 40 over the FY 2001 approved budget. Refer to the FY 2002 Operating Appendices (bound separately) for details.

Significant changes within the local budget are:

- \$479,073 decrease in other services and charges due to reduced reliance on outside services
- \$1,036,950 decrease due to the transfer to the Office of the Chief Technology Officer (OCTO) for data center consolidation

- \$1,500,000 increase for educational initiatives
- \$485,000 increase for adult education.

#### **Federal**

The proposed federal budget is \$12,538,700, a decrease of \$659,819 from the FY 2001 approved budget. The decrease is primarily due to the discontinuance of a 5-year Federal Direct Student Loan grant and a decrease of subsidies and transfers of \$1,845,369 in anticipation of accurate and efficient distribution of funds to the university's program areas. This budget supports 169 FTEs, a decrease of 31 FTEs from FY 2001.

#### Private

The proposed private budget is \$846,913, a decrease of \$452,087 from the FY 2001 approved budget. The decrease is primarily due to the discontinuance of the Family Community Violence Prevention grant. This budget supports 13 FTEs, a decrease of 21 FTEs from FY 2001.

Table GF0-3

#### Capital Improvements Plan, FY 2000 - FY 2007

(dollars in thousands)

University of the District of Columbia

	EXPENDITURE SCHEDULE										
Cost Elements	Through FY 2000	Budgeted FY 2001	Year 1 Total	Year 2 FY 2002	Year 3 FY 2003	Year 4 FY 2004	Year 5 FY 2005	Year 6 FY 2006	6 Years FY 2007	Budget	Total Budget
a. Design:	520	901	1,421	1,663	831	560	0	0	0	3,054	4,475
b. Site:	0	0	0	0	0	0	0	0	0	0	0
c. Project Mngmnt:	2,215	65	2,280	411	1,249	1,330	0	0	0	2,990	5,270
d. Construction:	24,014	2,610	26,624	12,082	8,085	4,281	0	0	0	24,448	51,072
e. Equipment:	0	0	0	0	400	0	0	0	0	400	400
Total:	26,749	3,576	30,325	14,156	10,565	6,171	0	0	0	30,892	61,217
					l	FUNDING	SCHEDULE	<b>.</b>			
a. Long Term Financing:	31,806	333	32,139	12,342	10,565	6,171	0	0	0	29,078	61,217
b.Tobacco Securitization:	0	0	0	0	0	0	0	0	0	0	0
c. Grants:	0	0	0	0	0	0	0	0	0	0	0
d. Pay Go:	0	0	0	0	0	0	0	0	0	0	0
e. Hwy Trust Fund:	0	0	0	0	0	0	0	0	0	0	0
f. Equipment Lease	0	0	0	0	0	0	0	0	0	0	0
g. Alternative Financing	0	0	0	0	0	0	0	0	0	0	0
h. Other:	0	0	0	0	0	0	0	0	0	0	0
Total:	31,806	333	32,139	12,342	10,565	6,171	0	0	0	29,078	61,217

Table GF0-4

#### FY 2002 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

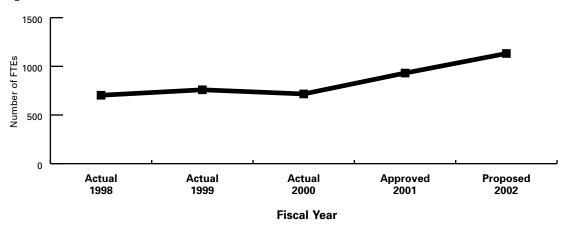
University of the District of Columbia

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	42,891	50,094	40,491	44,691	45,912
Federal	7,541	0	0	13,199	12,539
Private	749	970	0	1,299	847
Other	13,567	14,589	0	17,244	17,244
Intra-District	5,515	4,510	0	9,677	8,799
Gross Funds	70,262	70,164	40,491	86,110	85,341

Figure GF0-2

#### **UDC Employment Levels, FY 1998–Proposed FY 2002**

(gross FTEs)



#### Other

The proposed Other (O-type) budget is \$17,244,324, unchanged from the FY 2001 approved budget. Funding sources include tuition proceeds, indirect cost fees, investment income, and fees and other sources. These funds support 245 FTEs, an increase of 168 over FY 2001. The difference is due to incorporating reports that reflect all FTEs for the fiscal year, including those who start work during the spring semester of the academic year, such as adjunct professors.

#### **Intra-District**

The proposed intra-District budget is \$8,798,636, a decrease of \$878,364 from the FY 2001 approved budget. This budget supports a number of educational agreements with District agencies, including those with the Department of Public Works and D.C. Public Schools. These funds support 160 FTEs, an increase of 45 FTEs.

#### **Capital Improvements**

The FY 2002 proposed capital budget is \$14,156,000 for FY 2002 and totals \$30,892,000 for FY 2002–FY 2007 (table GF0-3). This funding will support three existing capital projects and nine proposed capital

projects. The proposed new capital funding is \$2,285,100 in FY 2002 and \$9,814,300 for FY 2002 through FY 2007. The university's planned expenditures for ongoing projects are \$11,870,900 in FY 2002 and \$21,077,700 for FY 2002–FY 2007.

UDC's proposed capital program will address the modernization and renovation of several buildings on the Van Ness campus. The FY 2002 budget will add additional funding to continue the campuswide modernization project, including renovation of 238 classrooms, technology enhancements, electrical upgrades, and general maintenance improvement.

The university's current capital programs address repair and replacement of elevators, emergency repair and replacement of mechanical and electrical systems, and general improvements to health- and life-safety systems to bring the facilities up to code and make them ready to meet the academic challenges of a new century. Refer to the FY 2002 Capital Appendices (bound separately) for details.

#### **Trend Data**

Table GF0-4 and figure GF0-2 show expenditure and employment histories for FY 1998–Proposed FY 2002.

#### Agency Goals and Performance Measures

Note: FY 2001 actual figures are projections based on the fall semester's figures.

# Goal 1. Provide a range of educational, training, research, and community service assistance that benefits the residents and organizations of the city and results in an improved quality of life.

Citywide Strategic Priority Area: Building and sustaining healthy neighborhoods

Managers: Alford Ottley, Associate Provost; Rachel Petty, Dean, College of Arts and Sciences; Ben Latigo, Dean, School of Engineering and Applied Sciences; Herbert Quigley, Dean, School of Business and Public Administration; Roland Holstead, Dean, Division of Outreach and Extension; K. Shelley Broderick, Dean, School of Law; Deborah Lyons, Director, Center for Applied Research and Urban Policy

Supervisors: Julius F. Nimmons, President; Vernon

L. Clark, Ph.D., Provost and Vice President for Academic Affairs

## Performance Measure 1.1: Number of research projects in critical neighborhoods/communities, citizen's forums, and information exchange sessions

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	4	5	5	10	10		
Actual	4	6	7	-	-		

#### Performance Measure 1.2: Number of incidents of oncampus crime (includes facilities in which the University operates its programs, but does not own)

	Fiscal Year							
	1999	2000	2001	2002	2003			
Target	12	10	9	9	9			
Actual	12	10	9	-	-			

#### Performance Measure 1.3: Number of communitybased sites that house the University's pre-college and community college programs

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	1	10	10	10	15		
Actual	1	11	11	-	-		

#### Performance Measure 1.4: Number of individuals provided with direct architectural assessment and design support for District homestead purchases

	Fiscal Year							
	1999	2000	2001	2002	2003			
Target	30	40	40	40	40			
Actual	30	40	40	-	-			

#### Performance Measure 1.5: Number of individuals within at-risk neighborhoods that receive educational, research, and technical assistance services

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	3,000	4,000	5,000	6,000	6,000		
Actual	3,000	4,000	5,000	-	-		

## Performance Measure 1.6: Number of individuals engaging in citizen participation activities across neighborhoods

		Fiscal Year					
	1999	2000	2001	2002	2003		
Target	5,000	8,000	9,000	12,000	12,000		
Actual	5,000	8,000	9,000	-	-		

### Performance Measure 1.7: Number of residents served by gerontology and allied health care programs

		Fiscal Year					
	1999	2000	2001	2002	2003		
Target	3,700	3,900	4,300	4,800	4,800		
Actual	3,700	3,900	4,300	-	-		

#### Goal 2. Provide educational, training, and educational support programs that enhance the academic and vocational-technical skills of District residents and enable them to gain employment, engage in entrepreneurial endeavors, or otherwise to be able to be self-sufficient.

Citywide Strategic Priority Area: Strengthening children, youth, families, and individuals Managers: Alford Ottley, Associate Provost; Rachel Petty, Dean, College of Arts and Sciences; Ben Latigo, Dean, School of Engineering and Applied Sciences; Herbert Quigley, Dean, School of Business and Public Administration; Roland Holstead, Dean, Division of Outreach and Extension; K. Shelly Broderick, Dean, School of Law Supervisors: Julius F. Nimmons, President; Vernon L. Clark, Provost and Vice President for Academic Affairs

### Performance Measure 2.1: Number of adult and continuing education non-degree students

			Fiscal Ye	ear	
	1999	2000	2001	2002	2003
Target	8,000	8,000	8,400	10,250	10,250
Actual	8,000	8,000	8,400	_	_

## Performance Measure 2.2: Number of undergraduate students (fall semester enrollment)

		Fiscal Year						
	1999	2000	2001	2002	2003			
Target	5,500	5,532	5,400	5,800	5,800			
Actual	5,532	5,385	5,585	-	-			

### Performance Measure 2.3: Number of graduate and professional school students (fall semester enrollment)

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	255	330	350	370	370		
Actual	255	330	350	-	-		

### Performance Measure 2.4: Number of residents participating in pre-college programs

		Fiscal Year					
	1999	2000	2001	2002	2003		
Target	3,700	3,825	4,000	4,500	4,500		
Actual	3,700	3,825	4,000	-			

## Performance Measure 2.5: Number of certificates, certifications, and degrees conferred to students of the University

	Fiscal Year					
	1999	2000	2001	2002	2003	
Target	650	650	570	675	675	
Actual	679	634	630	-	-	

## Performance Measure 2.6: Number of programs available at the University, including certificates, certifications, associate degrees, baccalaureate degrees, leisure studies, and personal growth and development

	riscai year					
	1999	2000	2001	2002	2003	
Target	95	95	110	115	115	
Actual	95	95	112	-	-	

### Performance Measure 2.7: Number of graduate programs available

	Fiscal Year					
	1999	2000	2001	2002	2003	
Target	8	9	12	14	14	
Actual	8	9	12	-	-	

## Performance Measure 2.8: Number of trained health care assistants, aides, paraprofessionals, and professionals

	Fiscal Year					
	1999	2000	2001	2002	2003	
Target	340	350	450	500	500	
Actual	350	400	450	-	-	

#### Performance Measure 2.9: Number of programs established with training agreements between the District and private sector correctional institutions

	Fiscal Year							
	1999	2000	2001	2002	2003			
Target	7	9	13	17	9			
Actual	7	9	9	-	-			

## Performance Measure 2.10: Number of ex-offenders and their family members receiving training and support services

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	150	200	250	300	300		
Actual	150	200	250	-	-		

## Goal 3. Align the university's goals, objectives, and activities with the needs and interests of the District of Columbia.

Citywide Strategic Priority Areas: Enhancing unity of purpose and democracy

Managers: Alford Ottley, Associate Provost;
Cynthia D. Belton, Special Assistant to the
President; Rachel Petty, Dean, College of Arts
and Sciences; Ben Latigo, Dean, School of
Engineering and Applied Sciences; Herbert
Quigley, Dean, School of Business and Public
Administration; Roland Holstead, Dean,
Division of Outreach and Extension; Deborah
Lyons, Director, Center for Applied Research
and Urban Policy

Supervisors: Julius F. Nimmons, Jr., President; Vernon L. Clark, Provost and Vice President for Academic Affairs

#### Performance Measure 3.1: Number of university-District agency partnerships affected

	Fiscal Year					
	1999	2000	2001	2002	2003	
Target	20	25	30	35	45	
Actual	20	25	40	-	-	

# Goal 4. Develop and affect educational, training, research, technical assistance, and community service projects and programs that improve the socio-economic profile of the District.

Citywide Strategic Priority Areas: Promoting economic development

Managers: Alford Ottley, Associate Provost;
Cynthia D. Belton, Special Assistant to the
President; Rachel Petty, Dean, College of Arts
and Sciences; Ben Latigo, Dean, School of
Engineering and Applied Sciences; Herbert
Quigley, Dean, School of Business and Public
Administration; Roland Holstead, Dean,
Division of Outreach and Extension; Deborah
Lyons, Director, Center for Applied Research
and Urban Policy

Supervisors: Julius F. Nimmons, Jr., President; Vernon L. Clark, Provost and Vice President for Academic Affairs

## Performance Measure 4.1: Number of university-industry partnerships

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	27	30	40	45	50		
Actual	27	30	47	-	-		

## Performance Measure 4.2: Number of graduates and program completers entering unsubsidized employment

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	1,650	1,650	1,570	1,675	1,675		
Actual	1,679	1,634	1,630	-	-		

## Performance Measure 4.3: Number of research, technical assistance, and community service projects that result in enhancements to the city's infrastructure

	Fiscal Year						
	1999	2000	2001	2002	2003		
Target	10	12	15	20	20		
Actual	10	12	15	-	-		

## Goal 5. Improve service delivery to all customers of the University.

Citywide Strategic Priority Areas: Making government work

Managers: Vernon L. Clark, Provost and Vice President for Academic Affairs; Armando Prieto, Acting Vice President for University Services; Laverne Blagmon-Earl, Acting Vice President for Student Affairs; Gregory Davis, Chief Financial Officer; Wassen Encubarre, Chief Procurement Officer

Supervisors: Julius F. Nimmons, Jr., President; Vernon L. Clark, Provost and Vice President for Academic Affairs

## Performance Measure 5.1: Number of formal customer complaints

	Fiscal Year					
	1999	2000	2001	2002	2003	
Target	26	20	19	10	10	
Actual	24	20	10	-	-	

## Performance Measure 5.2: Response time to queries and requests for service (hours)

	Fiscal Year					
	1999	2000	2001	2002	2003	
Target	48	48	48	48	48	
Actual	48	48	48	-	-	